

INTERAGENCY HELICOPTER OPERATIONS GUIDE

Appendix B - Helibase Management Forms and Checklists

APPENDIX B - HELIBASE MANAGEMENT FORMS AND CHECKLISTS

- I. **Introduction and Purpose.** This appendix provides standardized for the management and operation of helibases. A discussion of helibase-related (ICS) Incident Command System forms, checklists, evaluations, and job aids, is also included.

Such standardization helps to implement common procedures among participating agencies to meet mutual safety, efficiency, fiscal management, and contract administration objectives. The forms also provide a basis for training development and presentation.

- II. **Applicability.** The forms in this appendix are to be utilized by Helibase Managers, whereas those in Appendix A are utilized by Helicopter Managers in the management and operation of a single helicopter.

However, several of the Helicopter Management (HCM-series) forms contribute to the informational needs of the Helibase Management (HBM-series) forms.

It is therefore essential that Helicopter Managers use these forms as appropriate or required when operating as part of a helibase organization, and that Helibase Managers ensure that appropriate HCM forms are completed timely and accurately.

Some of the forms are required for all helibase operations, some are required only for incident operations. Others are optional and may be used at the discretion of the Helibase Manager. Certain optional forms may be required by the air operations staff at an incident or project due to a specific management informational need.

Chart B-1 on the following pages is a summary listing of the HBM-series, other ICS forms, and other checklists and job aids. Included is information concerning the purpose of the form, the HBM form number, whether a form is optional or required for all or only certain situations, responsibility for completion, and frequency of completion. The Helibase Manager may use this chart as a quick-reference guide to form requirements. The pages following the chart contain a comprehensive discussion of each form.

All Helibase Managers should obtain sets of all forms so that they may respond to different management requirements encountered.¹ Recognizing that at most incidents, or prior to a project's start that copies may be reproduced, Chapter 9 provides recommendations concerning the number of forms to carry in the Helibase Manager's Kit.

¹ Until all HCM- and HBM-series forms are officially approved and NFES numbers assigned, copies should be reproduced locally. See the Forms Package at the end of the guide for camera-ready copies.

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CHART B-1: Requirements For Completion And Submission Of Helicopter Management (HBM) Forms
*REFER TO LATER SECTIONS OF THIS APPENDIX FOR ADDITIONAL AND MORE SPECIFIC INFORMATION CONCERNING
THE PURPOSE, APPLICABILITY, INSTRUCTIONS AND RESPONSIBILITY FOR COMPLETION, AND ROUTING AND FILING OF THESE FORMS*

FORM NAME	PURPOSE	IHOG OR OTHER # REQUIRED OR OPTIONAL (FOR)	INDIVIDUAL RESPONSIBLE FOR COMPLETION	FREQUENCY	REMARKS
INCIDENT CHECK- IN LIST	To record the arrival of personnel, equipment, and aircraft at an incident or project helibase.	ICS-211 REQUIRED for: Incidents to which a Type I or II Incident Mgmt Team is assigned; as specified on large projects	Check-in Recorder; Helibase Manager (delegated to Aircraft Timekeeper) at helibases.	As resources arrive at the helibase	Deliver to plans on a daily or more frequent basis. Forms HCM-6 and HCM-7 (Helicopter/Crew Information Sheets) provide information supplementary to the ICS-211 for internal air operations management and informational needs.
UNIT LOG	To document all significant events during an operational period.	ICS-214 REQUIRED for: Same as ICS-211 Incident Check-In List	Helibase Manager	Daily	To Documentation Unit Leader. Copy for helibase file.
AIR OPERATIONS SUMMARY	To provide the Air Support Group Supervisor and Helibase Manager(s) with information concerning the next operational period's needs, activities, priorities, radio frequencies, and safety concerns.	ICS-220 REQUIRED for: Same as ICS-211 Incident Check-In List and ICS-214 Unit Log	Air Operations Branch Director	Daily	Extra copies of ICS-220, Map, and Radio Communications Plan to all pilots.
NOTE: For required Helibase Management (HBM) forms or checklists outlined below, they must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, they must be completed or implemented prior to the start of the first day's operations.					
HELIBASE ORGANIZATION CHART	To establish by name those positions filled on a helibase, as well as provide other information concerning aircraft and radio frequencies assigned.	HBM-1 REQUIRED by/for: SEE NOTE ABOVE	Helibase Manager	Daily, prior to start of briefing/ operations	Obtain information on qualified personnel from HCM-7, Helicopter Crew Information Sheet.

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NOTE: For required Helibase Management (HBM) forms or checklists outlined below, they must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, they must be completed or implemented prior to the start of the first day's operations.					
FORM NAME	PURPOSE	IHOG OR OTHER # REQUIRED OR OPTIONAL (FOR)	INDIVIDUAL RESPONSIBLE FOR COMPLETION	FREQUENCY	REMARKS
HELISPOT INFORMATION SUMMARY	To provide information concerning helispots for load planning purposes, hazard identification and safety, and pilot briefings.	HBM-2 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager (from information supplied by Helispot Managers)	Initial establishment; update as new helispots established	All new pilots briefed on helispots
HELIBASE AIRCRAFT INFORMATION SUMMARY	To provide the Helibase Manager and Air Operations staff with an information summary on all aircraft assigned to the helibase(s).	HBM-3 OPTIONAL (may be required by air operations staff)	Helibase Manager (delegated to Aircraft Timekeeper)	Update as additional helicopters arrive	Usually needed only with large number of helicopters assigned; copies to ASGS and AOBD.
LOAD CAPABILITY PLANNING SUMMARY - BY MULTIPLE HELISPOTS	To provide helibase management personnel with the means to plan mission loads safely and efficiently.	HBM-4 OPTIONAL (may be required by helibase manager)	Helibase Manager and Helispot Managers (delegated to Load Masters)	Update as new helispots established	Information can be obtained from Load Calculations or HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads.
LOAD CAPABILITY PLANNING SUMMARY - BY SINGLE HELISPOT	To provide Helibase management personnel with the means to plan mission loads safely and efficiently.	HBM-5 OPTIONAL (may be required by helibase manager)	Helibase Manager and Helispot Managers (delegated to Load Masters)	Complete for each new helispot; update as new helicopters arrive	Information from Load Calculations or HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads.

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NOTE: For required Helibase Management (HBM) forms or checklists outlined below, they must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, they must be completed or implemented prior to the start of the first day's operations.						
FORM NAME	PURPOSE	IHOG OR OTHER # REQUIRED OR OPTIONAL (FOR)	INDIVIDUAL RESPONSIBLE FOR COMPLETION	FREQUENCY	REMARKS	
HELICOPTER RESOURCE PLANNING CAPABILITY CHART	To determine hourly capabilities of helicopters ferrying passengers or transporting cargo by external load.	HBM-6 OPTIONAL (may be required by helibase manager and/or air operations staff)	Helibase Manager	Updated as new helispots are established and/or new aircraft arrive or aircraft are demobed	Information from load calculations, or HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads, or HBM-4 and HBM-5; copy to ASGS and AOBDD.	
HELIBASE FLIGHT TIME TRACKING RECORD	To enable the helibase manager to track cumulative flight hours over the course of a day on multiple-aircraft projects or incidents.	HBM-7 OPTIONAL (may be required by helibase manager)	Helibase Manager (delegated to Aircraft Timekeeper and updated by Helicopter Managers)	Every 2-3 hours over the course of the day, especially afternoon	Ensures that there will be sufficient flight time for tasks assigned for the end of the operational period, and that flight time is spread as equitably as possible among several aircraft.	
HELIBASE MISSION REQUEST LOG	To establish an orderly mission request process for use by the helibase manager in prioritizing and assigning helicopter missions.	HBM-8 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager (delegated to Radio Operator/Aircraft Timekeeper)	As needed	Enter initial information from ICS-220 prior to start of operations; thereafter as requests are made.	
HELIBASE FLIGHT FOLLOWING LOG	To enable the Aircraft Base Radio Operator to flight-follow aircraft so that location is <u>immediately</u> known.	HBM-9 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager (delegated to Aircraft Base Radio Operator)	As needed	HBM-8 must be utilized. The form also aids in determining round trip times for resource capability planning, as well as type of mission in which the helicopter is engaged.	

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FORM NAME	PURPOSE	IHOG OR OTHER # REQUIRED OR OPTIONAL (FOR)	INDIVIDUAL RESPONSIBLE FOR COMPLETION	FREQUENCY	REMARKS
<i>NOTE: For required Helibase Management (HBM) forms or checklists outlined below, they must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, they must be completed or implemented prior to the start of the first day's operations.</i>					
HELIBASE DAILY USE AND COST SUMMARY	To enable the Helibase Manager to meet cost/use reporting requirements of the Air Operations Branch on an incident and of the Project Aviation Manager on a project.	HBM-10 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager (delegated to Aircraft Timekeeper)	End of operational period	Copy to ASGS or AOBD, who give to Finance Section Chief; note that the INCINET automated reporting system may soon preclude the need for this form.
HELIBASE EMERGENCY RESCUE PLAN	To identify primary and secondary medevac helicopters in the event of injuries to incident personnel or an aircraft mishap.	HBM-11 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager	During initial establishment of the base; update as aircraft are reassigned	Becomes part of the Medical Unit Plan; ASGS should gather Hospital/Burn Unit information, frequencies, etc.
EMS HELICOPTER AMBULANCE REQUEST INFORMATION	To provide additional information not on the Resource Order necessary to respond safely and efficiently to a request for helicopter Emergency Medical Services (EMS).	HBM-12 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager (delegated to Aircraft Base Radio Operator)	As medevac missions are relayed.	Required only for landing spots which are unknown (that is, completion is not required for medevac transport from established helispots or other locations). Ensure that as much information is completed as is possible or available.
HELICOPTER DEMOBILIZATION INFORMATION SHEET	To provide demobilization information on aviation ground and air resources to the Planning Section so it may be relayed timely and accurately through the dispatch system.	HBM-13 REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager (completed by the Helicopter Manager)	As helicopters are demobilized	Copy to AOBD and Resource or Demobilization Unit Leader; not required for local unit resources

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FORM NAME	PURPOSE	IHOG OR OTHER # REQUIRED OR OPTIONAL (FOR)	INDIVIDUAL RESPONSIBLE FOR COMPLETION	FREQUENCY	REMARKS
NOTE: For required Helibase Management (HBM) forms or checklists outlined below, they must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, they must be completed or implemented prior to the start of the first day's operations.					
DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST	To enable the Helibase Manager to review all applicable procedures and systems are in place prior to the commencement of air operations.	NA (see Appendix F) REQUIRED for/by: SEE NOTE ABOVE	Helibase Manager	Daily	All personnel and pilots must be present, or individually briefed. Helibase Manager is responsible for distribution of Appendix J1 - Checklist Crewmember Reference to helibase personnel.
DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST - HELIBASE CREW REFERENCE	To enable personnel working at the helibase to review Daily Checklist items as the Helibase Manager is presenting the briefing.	NA (see Appendix G)	NA	NA	Has been reduced in size to fit into the Fireline Handbook.
HELITORCH OPERATIONS CHECKLIST	To supplement the standard helicopter briefing, using the Daily Helicopter Operations Briefing/Debriefing Checklist, "with a briefing that is specific to the helitorch operation.	NA (see Interagency Aerial Ignition Guide) REQUIRED for: All helitorch operations	Helibase and Helitorch Manager	Daily	This checklist is completed in addition to the Daily Helicopter Operations Briefing/Debriefing Checklist.
HELIBASE MANAGER'S REMINDERS LIST	To enable the Helibase Manager to review items, procedures and systems applicable to helibase operations.	NA (see Appendix H) OPTIONAL for: Use determined by Helibase Manager	Helibase Manager	Daily or as needed	Has been reduced in size to fit into the Fireline Handbook.

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NOTE: For <i>required</i> Helibase Management (HBM) forms or checklists outlined below, they <u>must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, they must be completed or implemented prior to the start of the first day's operations.</u>					
FORM NAME	PURPOSE	IHOG OR OTHER # REQUIRED OR OPTIONAL (FOR)	INDIVIDUAL RESPONSIBLE FOR COMPLETION	FREQUENCY	REMARKS
REMOTE FUEL SITE REMINDERS LIST	To enable the Helibase Manager and/or Fueling Specialist to review items, procedures and systems applicable to remote site fueling operations.	NA (see Appendix I) OPTIONAL for: Use determined by Helibase Manager and/or Fueling Specialist	Helibase Manager or Fueling Specialist	Daily	Has been reduced in size to fit into the Fireline Handbook.
INCIDENT / PROJECT HELICOPTER OPERATIONS AND SAFETY EVALUATION	To identify and correct any safety or efficiency deficiencies.	NA (see Appendix J) OPTIONAL for: Use determined by the Aviation Safety Assistance Team	Aviation Safety Assistance Team	During evaluation	A close-out with appropriate members of the Incident or Project Management Team is essential.

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III. ICS Forms Related To Helibase Management.

A. Incident Check-In List (ICS-211). (See Exhibit B-1.)

1. **Purpose.** The purpose is to record the arrival of personnel, equipment, and aircraft at an incident or project helibase. An incident check-in process is necessary at helibases since many air resources arrive directly at the helibase and may never visit the incident's base camp, where the Check-In Recorder is usually located.
2. **Applicability.** The form is required on incidents to which a Type I or II Incident Management Team (IMT) is assigned and as specified on large projects. It is optional on smaller incidents or projects.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-1. The Helibase Manager is responsible for ensuring the Incident Check-In List is completed for all personnel, equipment, and aircraft which arrive at the incident helibase. This responsibility is usually delegated to the Aircraft Timekeeper.

Completion of the ICS-211 is self-explanatory.

4. **Posting.** For ease of check-in by arriving resources, the Incident Check-In List should be either posted on the display board or kept at the Aircraft Timekeeper position.
5. **Routing and Filing.** The Helibase Manager should route the Incident Check-In List to the Resource Unit Leader on a daily basis if new resources have arrived since the last submission.
6. **Related Forms.** Forms HCM-6, Helicopter Information Sheet, and Form HCM-7, Helicopter Crew Information Sheet, provide information supplementary to the ICS-211 for internal air operations management and informational needs. Copies of Form HCM-6 and HCM-7 should be routed with the Check-In List to the Resource Unit Leader.

Exhibit B-1: Example Of Form ICS-211 Incident Check-In List

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B. **Unit Log (ICS-214).** (See Exhibit B-2.)

1. **Purpose.** The purpose is to list personnel assigned to the helibase and document all significant events during an operational period.
2. **Applicability.** The form is required on incidents to which a Type I or II Incident Management Team (IMT) is assigned and as specified on large projects. It is optional on smaller incidents or projects.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-1. The Helibase Manager is responsible for completing the log.

Completion is self-explanatory.

Helibase Managers should record only significant events on the Unit Log. Other documentation (Helibase Mission Request Log, Helibase Flight Following Log, Helibase Organization Chart, etc.) are considered part of the Helibase Manager's Unit Log. Note that this supplementary documentation is not required to be submitted to the Documentation Unit Leader on a daily basis, but becomes part of the helibase file.

4. **Posting.** None.
5. **Routing and Filing.** A copy of the form is routed to the Documentation Unit on a daily basis and becomes part of the Incident File.
6. **Related Forms.** All other relevant materials (Mission Request Logs, Helibase Flight Following Log, Helibase Organization Chart, Load Calculations, a copy of the Helibase Daily Use and Cost Summary, etc.) eventually become part of the helibase file (Unit Log), but are not submitted daily.

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Exhibit B-2: Example Of Form ICS-214 Unit Log

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C. Air Operations Summary (ICS-220). (See Exhibit B-3.)

1. **Purpose.** The purpose is to provide the Air Support Group Supervisor and Helibase Manager(s) with information concerning the next operational period's needs, activities, priorities, radio frequencies, and safety concerns.
2. **Applicability.** The form is required on incidents to which a Type I or II Incident Management Team (IMT) is assigned and as specified on large projects. It is optional on smaller incidents or projects.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-3. The Air Operations Branch Director (AOBD) is responsible for completing the Summary. From the information supplied, the Helibase Manager plans the specifics of the period's operations.
 - # The Helibase Manager should request additional copies of the ICS-220, the Incident Map, and Radio Communications Plan sufficient to provide all Helispot Managers and Pilots with a copy.
 - # In most cases, the AOBD will indicate general priorities for mission accomplishment.
 - # The Helibase Manager should transfer missions, indicating each's priority, to Form HBM-8, Helibase Mission Request Log, prior to the start of operations.
 - # The Helibase Manager should ensure that frequencies indicated on the ICS-220 are understood by all personnel, particularly if changes have been made.
 - # The section on safety should be covered in detail each day as part of the Daily Helicopter Operations Briefing/Debriefing Checklist.
4. **Posting.** A copy should be posted on the helibase display board.
5. **Routing and Filing.** The AOBD routes copies to all Helibase Managers. It is most effective if, within the team's planning cycle, the ICS-220 for the next operational period can be provided to the helibase prior to the nightly debriefing. The Helibase Manager can then plan for more or less aircraft, etc.

The Helibase Manager should ensure that copies of the ICS-220 are furnished to the Base Radio Operator, Deck Coordinator, and Takeoff and Landing Coordinator
6. **Related Forms.** Mission information on the ICS-220 is transferred to Form HBM-8, Helibase Mission Request Log. Frequencies are entered on Form HBM-1, Helibase Organization Chart.

Exhibit B-3: Example Of Form ICS-220 Air Operations Summary

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D. Incident Radio Communications Plan (ICS-205). (See Exhibit B-4.)

1. **Purpose.** The purpose is to provide assigned radio frequencies to all incident or project personnel.
2. **Applicability.** The form is required on incidents to which a Type I or II Incident Management Team (IMT) is assigned and as specified on large projects. It is optional on smaller incidents or projects.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-4. The Communications Unit Leader is responsible for completing the form. It is essential that the Air Operations Branch Director (AOBD) or Air Support Group Supervisor (ASGS) communicate and coordinate with the Communications Unit Leader concerning frequency needs and assignments. The frequencies on the ICS-205 must match those identified on the ICS-220 Air Operations Summary and on Form HBM-1, Helibase Organization Chart.

The Helibase Manager should ensure that frequencies indicated on the ICS-205 and/or ICS-220 are understood by all personnel, particularly if changes have been made. See Chapter 4 for a discussion on handling frequency changes.

4. **Posting.** A copy should be posted on the helibase display board.
5. **Routing and Filing.** The AOBD should ensure that sufficient copies of the ICS-205 are made available for use by the Helibase Manager, Takeoff and Landing Coordinator, Radio Operator, and Pilots.



HINT: To lessen the amount of paperwork the Pilot must deal with in the cockpit, it is helpful if the AOBD requests that applicable aviation radio frequencies be incorporated into a corner of the Incident or Project Map that is distributed each day. This can be accomplished by writing out the frequencies and functions (for example, Air-to-Air 122.925) on a small piece of paper, taping it to the map, and making copies for the Pilot.

6. **Related Forms.** As stated, frequencies and their functions must match those on the ICS-220 Air Operations Summary and on Form HBM-1 Helibase Organization Chart.

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Exhibit B-4: Example Of Form ICS-205 Incident Radio Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN				1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME
4. BASIC RADIO CHANNEL UTILIZATION						
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS	
205 ICS 8/78		5. PREPARED BY (COMMUNICATIONS UNIT)				

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IV. Helibase Management (HBM) Forms.



IMPORTANT NOTE: The Helibase Management (HBM) forms or checklists that are required must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned.

On project helibases with two or more helicopters assigned, the required forms must be completed or implemented prior to the start of the first day's operations. The requirement for project helibases is stricter than that for incidents due to the ability of the project's Helibase Manager to plan in advance of the operation.

A. Helibase Organization Chart (HBM-1). (See Exhibit B-5.)

1. **Purpose.** The purpose is to establish, by name, those positions filled on a helibase, as well as provide other information concerning aircraft and radio frequencies assigned.
2. **Applicability.** The form is required and must be initiated by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be completed prior to the start of the first day's operations.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-5. Refer also to Chapter 15 for further information on making daily assignments.

The Helibase Manager is responsible for completion. Names are entered at the start of helibase operations. Position assignments are reviewed daily, and appropriate changes in the chart are made as needed. The Helibase Manager must ensure that personnel assigned to fulfill a function are qualified (see "Related Forms" below).

4. **Routing and Filing.** No routing is necessary. The form becomes part of the helibase file.
5. **Posting.** The form is posted on the helibase display board. Information may also be transferred to an organization board carried by many helicopter crews.
6. **Related Forms.** Forms HCM-7, Helicopter Crew Information Sheet, should be consulted prior to making assignments in order to ensure qualified personnel are filling positions. Frequencies are obtained from the day's ICS-220, Air Operations Summary and the ICS-205, Incident Radio Communications Plan.

Exhibit B-5: Example of Form HBM-1 Helibase Organization Chart

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B. **Helibase Facilities, Hazard, and Flight Route Map.** (See Exhibit B-6.)

1. **Purpose.** The purpose is to enable the Helibase Manager to brief Pilots and other personnel on the location of helibase facilities, touchdown pads, and flight routes inbound to and outbound from the helibase.
2. **Applicability.** The form is required and must be completed by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be completed prior to the start of the first day's operations.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-6. Also refer to Chapters 8 and 15 for further information.

The Helibase Manager is responsible for completion. The Helibase Manager usually delegates this responsibility to the Takeoff and Landing Coordinator (TOLC) and the Deck Coordinator. Pilots should always be consulted concerning flight routes and location of facilities, landing pads, etc.

The map should include, but is not limited to, the following:

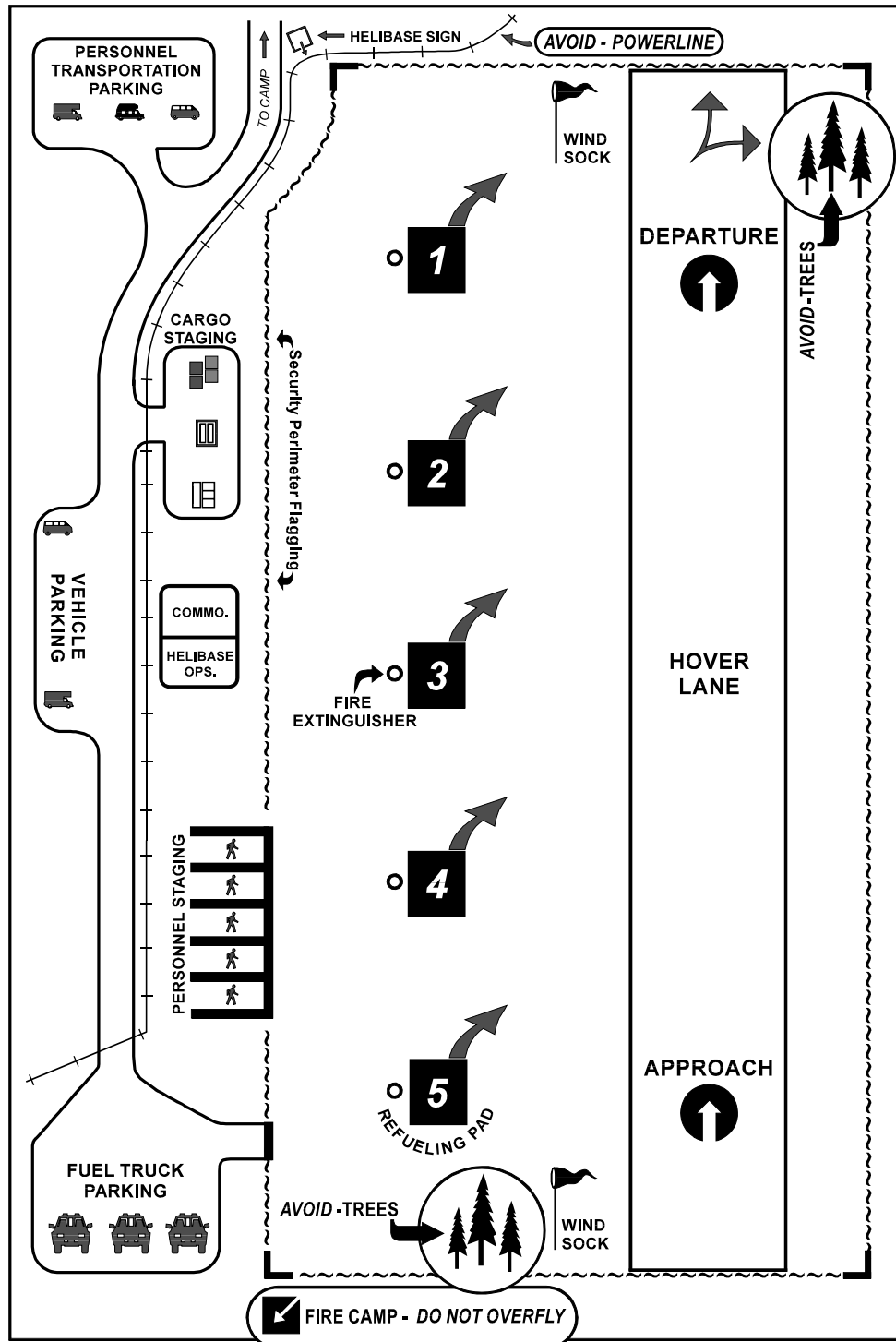
- # Inbound/Outbound Flight routes
- # Location of all landing pads (designate as "personnel," "cargo" {both internal and sling/longline}, and "fueling")
- # Location of hazards on and around the helibase
- # Vehicle parking (fuelers, helibase personnel, crews, cargo)
- # Location of helibase operations and communications area

The map should be updated as necessary (realignment of helibase, addition of landing pads, whenever locations change, facilities are added, etc.). An update date/time should be indicated on the map.

4. **Posting.** The map is posted on the helibase display board as soon as it is completed.
5. **Routing and Filing.** Pilots should be briefed utilizing the latest map. No additional routing is necessary. The map becomes part of the helibase file.
6. **Related Forms.** The Incident Map showing helispot locations and incident area hazards is a separate map.

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Exhibit B-6: Example of A Helibase Facilities, Hazard, and Flight Route Map



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C. **Helispot Information Summary (HBM-2)**. (See Exhibit B-7.)

1. **Purpose.** The purpose is to provide information concerning helispots and other landing areas (for example, dip sites) for load planning purposes, hazard identification and safety, and Pilot briefings.
2. **Applicability.** The form is required and must be initiated by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be completed prior to the start of the first day's operations.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-7. Also refer to Chapters 8 and 15 for further information.

The initial reconnaissance of the incident for purposes of helispot site selection provides a timely opportunity to initiate the form.

The Helibase Manager is responsible for completion. Often the Helispot Managers and Helibase Manager will jointly complete the Summary. Pilots should always be consulted and briefed concerning the information on the Summary. It should be updated as necessary (additional helispots, helispot improvement to accommodate larger helicopters, etc.).

The form is self-explanatory, except for:

APPROVED FOR: IGE/OGE. Indicate whether the helispot is approved for HIGE and HOGE landings, or HOGE only.

APPROVED FOR: TYPE HELICOPTER. Indicate whether the helispot is approved for Type 1, 2, and/or 3 helicopters.

4. **Posting.** The Summary is posted on the helibase display board as soon as it is completed.
5. **Routing and Filing.** The Summary becomes part of the helibase file.
6. **Related Forms.** The Summary is supplemented by a topographic map showing the locations of all helispots, dip sites, hazards, etc.

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Exhibit B-7: Example of Form HBM-2 Helispot Information Summary

INCIDENT/PROJECT:							HELISPOT INFORMATION SUMMARY						DATE:
<i>Provide Briefing To All Pilots Who Have Not Previously Flown To These Locations; Refer to Incident or Project Map During Briefing</i>													
HELISPOT OR OTHER LOCATION (Dip Sites, Drop Points)	DATE/TIME LOCATION ESTAB	APPROVED FOR		ELEV	LOCATION		TOPOGRAPHY: Point, Knob, Ridge, Saddle, Meadow, Flat, Other (Specify)	AVER RT TIME	HAZARDS/REMARKS				
		IGE/ OGE	TYPE HELICS		LAT	LONG							

HBM-2 (Test)
(May, 1994)

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Appendix B - Helibase Management Forms and Checklists

D. **Helibase Aircraft Information Summary (HBM-3)**. (See Exhibit B-8.)

1. **Purpose.** The purpose is to provide the Helibase Manager and air operations staff with an informational summary on all aircraft assigned to the helibase(s).
2. **Applicability.** The form is optional, but may be required by the air operations staff on incidents or projects to which a large number of aircraft are assigned.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-8. The Helibase Manager is responsible for completion, and usually delegates this responsibility to the Aircraft Timekeeper.

Information is obtained from Forms HCM-6, Helicopter Information Sheets, and Forms HCM-7, Helicopter Crew Information Sheets, submitted by Helicopter Managers upon arrival at the incident or project.

The form should be updated as additional aircraft arrive.

4. **Posting.** The form is posted on the helibase display board.
5. **Routing and Filing.** A current copy of the form is routed to the Air Support Group Supervisor and to the Air Operations Branch Director. The form becomes part of the helibase file.
6. **Related Forms.** Form HCM-6, Helicopter Information Sheet, and Form HCM-7, Helicopter Crew Information Sheet, provide the necessary information.

Exhibit B-8: Example of Form HBM-3 Helibase Aircraft Information Summary

HBM-3 (Test)
(May, 1994)

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E. **Load Capability Planning Summary - By Multiple Helispots (HBM-4).** (See Exhibit B-9.)

1. **Purpose.** The purpose is to provide helibase management personnel with the means to plan mission loads safely and efficiently. The completed forms can quickly provide the Helibase Manager with information on which aircraft are suitable for different loads to different helispots. Note that Form HBM-5, Load Capability Planning Summary - By Single Helispot, provides an alternative method of determining capability.
2. **Applicability.** The form is optional. It may be required by the Helibase Manager to facilitate planning.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-9. The Helibase Manager is responsible for ensuring forms are initially completed and updated as new aircraft arrive on the incident or as new helibases/helispots are established. Actual completion is usually performed by the Loadmasters.

The form is self-explanatory, except for:

- # **Temp.** List the average temperature(s) at the helispot or drop point. Two average temperatures, the highest (afternoon) and lowest (morning) expected may be listed (note that two IGE/OGE entries will need to be made).
- # **FAA # and Make/Model.** Using separate lines, list all aircraft which may be utilized to transport personnel or cargo to the helispot or drop point.
- # **Calc. @ Pounds Fuel.** List the fuel load at which the Allowable Payloads (IGE/OGE) in the next columns were calculated. These must be standard for similar makes/models for this summary to be valid.
- # **Allowable: IGE/OGE.** Enter the allowable HIGE/HOGE loads. These figures may be obtained from Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads.

The form should be updated as additional aircraft arrive or additional helispots are established.

4. **Posting.** The form is posted on the helibase display board.
5. **Routing and Filing.** No routing is necessary. The form becomes part of the helibase file.
6. **Related Forms.** Form HCM-8, Helicopter Load Calculation; Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads; Form HBM-5, Load Capability Planning Summary - By Single Helispot; and Form HBM-6, Resource Capability Planning Chart.

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Exhibit B-9: Example of Form HBM-4 Load Capability Planning Summary - By Multiple Helispots

HELIBASE:

LOAD CAPABILITY PLANNING SUMMARY (BY MULTIPLE HELISPOTS)

[illegible]

HBM-4 (Test)
(May, 1994)

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F. **Load Capability Planning Summary - By Single Helispot (HBM-5).**
(See Exhibit B-10.)

1. **Purpose.** The purpose is to provide helibase management personnel with the means to plan mission loads safely and efficiently. The completed forms can quickly provide the Helibase Manager with information on which aircraft are suitable for different loads to different helispots. Note that Form HBM-4, Load Capability Planning Summary - By Multiple Helispots, provides an alternative method of determining capability.
2. **Applicability.** The form is optional. It may be required by the Helibase Manager to facilitate planning.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-10. The Helibase Manager is responsible for ensuring forms are initially completed and updated as new aircraft arrive on the incident or as new helibases/helispots are established. Actual completion is usually performed by the Deck Coordinator or Loadmasters.

Enter the allowable IGE/OGE loads for the range of temperatures which may be encountered at the helispot during the day. These figures may be obtained from Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads.

The form should be updated as additional aircraft arrive. A new form should be completed as additional helispots are established.

4. **Posting.** The form is posted on the helibase display board.
5. **Routing and Filing.** No routing is necessary. The form becomes part of the helibase file.
6. **Related Forms.** Form HCM-8, Helicopter Load Calculation; Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads; Form HBM-4, Load Capability Planning Summary - By Multiple Helispots; and Form HBM-6, Resource Capability Planning Chart.

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**Exhibit B-10: Example of Form HBM-5 Load Capability
Planning Summary - By Single Helispot**

LOAD CAPABILITY PLANNING SUMMARY (BY SINGLE HELISPOT)

HELISPOT OR OTHER LOCATION:

ALLOWABLE PAYLOAD (HIGE AND HIGE) AT VARIOUS TEMPERATURE RANGES											
A/C N # MAKE/MODEL	5C or 41F	10C or 50F	15C or 59F	20C or 68F	25C or 77F	30C or 86F	35C or 95F	40C or 104F	45C or 113F	50C or 122F	
	IGE										
	OGE										
	IGE										
	OGE										
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HBM-5 (Test)
(May, 1994)

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G. **Helicopter Resource Planning Capability Chart (HBM-6)**. (See Exhibit B-11.)

1. **Purpose.** The purpose is to determine the total hourly capability of a helibase's helicopters to transport passengers and/or cargo. This information is used primarily to determine if the number of helicopters available meets the need for passenger/cargo transport. It can be used effectively by the Air Operations Branch Director at planning sessions to estimate completion times.
2. **Applicability.** The form is optional. It may be required by the Helibase Manager or air operations staff to facilitate planning. It is recommended that it be used on multiple aircraft helibases where complex and frequent personnel and cargo movements are involved.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-11. The Helibase Manager is responsible for ensuring forms are initially completed and updated as new aircraft arrive on the incident or as new helibases/helisports are established. Actual completion is usually performed by the Deck Coordinator or Loadmasters.

Information is organized by helibase and by helispot for each helicopter flying from and to these locations.

This form shall not replace a load calculation completed by both Pilot and Helicopter Manager.

Enter representative temperatures for the time of day missions will be flown.

Indicate whether the helispot is approved for both HIGE and HOGE missions.

Use HOGE chart for each helicopter to determine maximum external load.

Unless restricted to HOGE chart only at this helispot, use Landing and Takeoff Charts to compute maximum passenger weights and convert to numbers of passengers. Use 240 pounds (includes gear) per passenger. (Note that during the actual mission, helicopter is not restricted by this number if more passengers or weight can legally be carried.) The Allowable Payload Summaries outlined in previous sections may be used in computing these weights. However, these Summaries must be current and accurate.

Representative round trip information to/from each location for each helicopter is obtained from past data on Form HBM-9, Helibase Flight Following Log. Convert to round trips per hour. Eliminate one round trip from the total capability/hour to provide for refueling, unanticipated delays, etc.

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Compute hourly capabilities for both sling and passengers. (Remember to eliminate one round trip from total trips per hour.) Multiply either cargo (in pounds/trip) or passengers (in numbers/trip) by the round trips/hour.

Example: Helicopter X carries 4 passengers or 600 pounds external cargo each trip. Round trip to Helispot A takes 6 minutes (including ground time). In one hour Helicopter X can make 10 round trips. Reduce this by one to 9 to provide for refueling, etc. In one hour, Helicopter X can carry 36 passengers (9 x 4 pax/trip) or 5400 pounds of external cargo (9 x 600 lbs./trip).

On the last line, enter totals for all helicopters for each helispot.

The form should be updated (eg, additional blocks or sheet completed) daily or more often (eg, arrival of additional helicopters, establishment of new helispots, etc.)

4. **Posting.** The form is posted on the helibase display board.
5. **Routing and Filing.** The form should be provided to the Air Support Group Supervisor and/or Air Operations Branch Director by 1200 daily in order for these individuals to be able to provide accurate information at the afternoon planning meeting.
6. **Related Forms.** Form HCM-8, Helicopter Load Calculation; Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads; Form HBM-4, Load Capability Planning Summary - By Multiple Helispots; Form HBM-5, Load Capability Planning Summary - By Single Helispot; Form HBM-9, Helibase Flight Following Log.

**Exhibit B-11: Example of Form HBM-6
Helicopter Resource Planning Capability Chart**

**SUBMIT TO THE AIR SUPPORT OR AIR OPERATIONS DIRECTOR PRIOR TO 1200 DAILY
(NOTE: DELETE ONE ROUND TRIP/HOUR FOR REFUELING)**

[illegible]

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H. **Helibase Flight Time Tracking Record (HBM-7)**. (See Exhibit B-12.)

1. **Purpose.** The purpose is to enable the Helibase Manager to track cumulative flight hours over the course of a day on multiple-aircraft projects or incidents. It ensures that there will be sufficient flight time for tasks assigned for the end of the operational period, and that flight time is spread fairly evenly among the helicopters available.

The primary intent is not to track Pilot flight time/duty day, even though this information can be entered at the top of the form.

2. **Applicability.** The form is optional. It may be required by the Helibase Manager or air operations staff to facilitate planning. It is recommended that it be used on helibases with a large number of helicopters where tracking of flight time is more difficult.

3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-12. The Helibase Manager is responsible for ensuring completion. Actual completion is usually performed by the Aircraft Timekeeper.

Entries are self-explanatory. The Helibase Manager and Helicopter Managers should make entries with whatever frequency (hourly, every four hours, etc.) that is deemed necessary.

4. **Posting.** None, although it may be posted on the display board. (The Aircraft Timekeeper usually keeps the form in the helibase communications area).
5. **Routing and Filing.** None.
6. **Related Forms.** Form HCM-14, Pilot Flight Time/Duty Day Cumulative Log.

Exhibit B-12: Example of Form HBM-7 Helibase Flight Time Tracking Record

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I. **Helibase Mission Request Log (HBM-8).** (See Exhibit B-13.)

1. **Purpose.** The purpose is to establish an orderly and documented mission request process for use by the Helibase Manager in tracking, prioritizing, and assigning helicopter missions.
2. **Applicability.** The form is required and must be implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-13. The Helibase Manager is responsible for entering mission requests as received from personnel authorized to request them (for example, Operations Chief or Project Aviation Manager, Air Operations Branch Director, Air Tactical Group Supervisor, Incident Dispatch, etc.).

This responsibility is usually delegated to the Aircraft Base Radio Operator or Aircraft Timekeeper.

Personnel receiving mission requests should ensure that personnel are authorized to request them, and that the proper chain-of-command is followed.

Initial entries should be made at the morning's briefing from the ICS-220 Air Operations Summary or project plan. If the number or scope of missions conflict with available aircraft, obtain priorities from ASGS or AOB and enter priority in far left-hand column.

Completion of individual blocks on the form is self-explanatory.

4. **Posting.** None (the Aircraft Timekeeper or Radio Operator usually keeps the form in the helibase communications area).
5. **Routing and Filing.** No routing is necessary. The form becomes part of the helibase file.
6. **Related Forms.** Form ICS-220, Air Operations Summary.

Exhibit B-13: Example of Form HBM-8 Helibase Mission Request Log

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J. **Helibase Flight Following Log (HBM-9).** (See Exhibit B-14.)

1. **Purpose.** The purpose is to enable the Helibase Radio Operator to perform helicopter flight following quickly and efficiently, with knowledge of where any given helicopter is at any time.
2. **Applicability.** The form is required and must be implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. (It is recommended that the form be implemented on any incident helibase where flight following is being performed on-site, that is, not through the unit dispatch office.) On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.



IMPORTANT NOTE: This form is for flight following purposes only; it is not intended for any other use, though information such as round-trip times and total missions for the operational period can be calculated. If additional information is relayed, the Radio Operator should utilize the appropriate format (Helibase Mission Request Log, General Message Form, Unit Log, etc.).

3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-14. The Helibase Manager is responsible for flight following at a helibase. The Helibase Manager usually delegates this responsibility to the Aircraft Base Radio Operator, who becomes responsible for implementing and making entries on the form. The Radio Operator should inform the Helibase Manager immediately if a helicopter fails to meet a required check-in.

To perform proper flight following, the Radio Operator must ensure that the next check-in is made as required. The format enables that individual to determine quickly the helicopter's last location, next scheduled check-in time, etc.

Completion of individual blocks on the form is self-explanatory.

4. **Posting.** None (the Radio Operator usually keeps the form in the helibase communications area).
5. **Routing and Filing.** No routing is necessary. The form becomes part of the helibase file.
6. **Related Forms.** The form provides information such as round-trip times necessary to complete Form HBM-6, Resource Capability Planning Chart.

Exhibit B-14: Example Of Form HBM-9 Helibase Flight Following Log

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K. Helibase Daily Use and Cost Summary (HBM-10). (See Exhibit B-15.)

1. **Purpose.** The purpose is to enable the Helibase Manager to meet cost/use reporting requirements of the air operations staff on an incident and of the Project Aviation Manager on a project.
2. **Applicability.** The form is required on incidents to which a Type I or II Incident Management Team (IMT) is assigned.² However, the air operations staff on a Type I or II Team will usually require that the Helibase Manager(s) submit summaries from the day of initial attack. Helicopter and Helibase Managers should therefore be prepared to furnish this information once an IMT is assigned.

It may also be required on projects where the Project Aviation Manager requires cost summaries.

3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-15. The Helibase Manager is responsible for completing this form. This responsibility is usually delegated to the Aircraft Timekeeper.

Entries are made from information provided by Helicopter Managers on Form HCM-17, Helicopter Daily Use and Cost Summary. The Helibase Manager should ensure:

If daily flight guarantees are not met on CWN helicopters, that these costs are included on the summary.

If daily/hourly availability or guarantee costs on exclusive-use contract helicopters are already paid from presuppression funding, that these costs are not included on the summary.

4. **Posting.** None.
5. **Routing and Filing.** The form is routed to the air operations staff on incidents or to the Project Aviation Manager on projects prior to the end of the day. It becomes part of the helibase file.
6. **Related Forms.** Forms HCM-14, Helicopter Daily Use and Cost Summary, submitted by each Helicopter Manager provide information on individual helicopter costs.

² Note that once automated reporting via the Incinet system of individual helicopter costs is implemented, this form will no longer be necessary.

Exhibit B-15: Example of Form HBM-10 Helibase Daily Use and Cost Summary

SUBMIT TO THE AIR SUPPORT OR AIR OPERATIONS DIRECTOR AT THE END OF EACH OPERATIONAL PERIOD;
USE ADDITIONAL SHEETS AS NECESSARY

[illegible]

HBM-10 (Test)
(May, 1994)

* Total Cost = FT Cost (or daily guarantee cost if minimum flight hours not met on CWN aircraft) + Daily Availability (CWN Aircraft only) + Extended Standby For Pilot/Mechanic/Driver + Subsistence + Service Truck Miles + Retardant/Foam Cost. Obtain from individual Helicopter Daily Use and Cost Summaries.

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L. **Helibase Emergency Rescue Plan (HBM-11).** (See Exhibit B-16.)

1. **Purpose.** The purpose is to identify primary and secondary medevac helicopters in the event of injuries to personnel or in the event of an aircraft mishap and the locations of medical facilities.
2. **Applicability.** The form is required and must be completed by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-16. The Helibase Manager is responsible for ensuring the form is completed and for reviewing the Plan on a daily basis during pre-operations briefings.

Most information is available from the local unit dispatch office. Completion of the form is self-explanatory. Update the form as aircraft assignments change.

Refer to Chapters 12 and 17 for additional information.

4. **Posting.** The form is posted on the helibase display board.
5. **Routing and Filing.** The Helibase Manager should provide a copy to the Medical Unit Leader, along with any subsequent revisions.
6. **Related Forms.** The form becomes part of the incident or project Medical Plan.

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**Exhibit B-16: Example of Form HBM-11
Helibase Emergency Rescue Plan**

HELIBASE EMERGENCY RESCUE PLAN

HELIBASE: _____ INCIDENT/PROJECT: _____ DATE: _____

In the event of an injury either incident-related or aircraft-mishap-related, fast and efficient medical evacuation procedures must be immediately initiated. Safety will be of primary concern during medevac.

At least one helicopter must be designated each day to be available for medevac operations. A secondary helicopter should be designated in the event the primary is involved in an accident or otherwise unavailable. If a hospital or military facility has helicopter medevac capability, the use of these aircraft should be strongly considered for transport of injured personnel to medical facilities.

A minimum of _____ Emergency Medical Technician(s) will be assigned to Helicopter Medevac Operations.

Use the Emergency Medical Services - Helicopter Ambulance Request sheet to obtain injury and site information for unknown locations. Information below should be updated as aircraft availability changes.

FAA N #	HELICOPTER MANAGER	PAX SEATS	LITTER/RAPPEL/EXTRACTION/ SHORT-HAUL CAPABLE?	REMARKS (Medical Equipment On Board or Assigned, etc.)

NEAREST MEDICAL FACILITY:	GEOGRAPHIC LOCATION	LATITUDE	LONGITUDE	VOR	NM	DEG	EST FT	CONTACT FREQ	REMARKS (Landing Site, etc.)
NEAREST BURN CENTER:									

HELICOPTER LIFEFLIGHT FACILITY LOCATED AT	TYPE AIRCRAFT	PHONE NUMBER	OPERATING FREQUENCY(IES)	REMARKS

HBM-11 (Test)
(May, 1994)

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M. **Emergency Medical Services - Helicopter Ambulance Request Information (HBM-12).** (See Exhibit B-17.)

1. **Purpose.** The purpose is to provide additional information which is not on a Resource Order or other dispatch request but which is necessary to respond safely and efficiently to a request for Helicopter Emergency Medical Services (EMS) services.
2. **Applicability.** The form is required and shall be used for all requests for helicopter emergency medical services (EMS), including "life flight" helicopters and incident helicopters assigned to medevac missions. However, it is required only for missions to landing spots which are unknown. Completion is not required for medevac transport from established helispots or the helibase.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-17. The Helibase Manager is responsible for ensuring the form is completed when requests for such services are received. This responsibility is usually delegated to the Aircraft Base Radio Operator.

Ensure that as much information is completed as is possible or available. Particular attention should be paid to radio frequencies, particular with "life flight" helicopters, and to the availability of fuel either enroute to the scene or to the medical facility. Completion of specific blocks on the form is self-explanatory.

4. **Posting.** None.
5. **Routing and Filing.** None. The form becomes part of the helibase file.
6. **Related Forms.** Form HBM-11, Helibase Emergency Rescue Plan, may be used to identify "life flight" helicopters, hospital locations, radio frequencies, etc.

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Exhibit B-17: Example of Form HBM-12
Emergency Medical Services - Helicopter Ambulance Request Information

DATE: _____ TIME: _____
**EMERGENCY MEDICAL SERVICES - HELICOPTER AMBULANCE
REQUEST INFORMATION**

CAUTION: EMS Helicopters Do Not Usually Carry Extrication Equipment Or Personnel Trained In These Procedures; Ensure That This Capability Is Ordered Through Local S&R.

A. ACCIDENT SCENARIO (How did injury occur?): _____

B. INJURY INFORMATION TOTAL NUMBER OF PERSONNEL TO BE TRANSPORTED: _____
(If available, Supply Vital Signs, Type And Extent Of Injury, Etc.): AMBULATORY?
(YES/NO)

PATIENT 1:	_____	_____
PATIENT 2:	_____	_____
PATIENT 3:	_____	_____
PATIENT 4:	_____	_____

C. INCIDENT SITE INFORMATION:

1. Location Of Accident: TwN: _____ Rge: _____ Section: _____ ¼ S: _____
Latitude: _____ Longitude: _____
_____ NM @ _____ Degrees Off _____ VOR
2. Conditions At Scene: Windspeed: _____ Elev: _____' MSL Temp: _____ (F/C)
3. Visibility and Sunrise/Sunset Limitations: _____
4. Terrain Factors: _____
5. Helispot Size And Condition (Is It Completed Or When Will It Be Completed): _____
6. Proximity Of Helispot To Injury Site: _____
7. Special Information, Flight Hazards, Etc.: _____

D. CONTACT INFORMATION

1. Unit/Agency: _____ 2. Phone Number: _____
3. Radio Frequencies Of Agency: VHF-AM: _____ VHF-FM: _____
4. Ground Contact: _____
Radio Frequencies Primary: VHF-AM: _____ VHF-FM: _____
At Accident Site
(Ground Contact): Secondary: VHF-AM: _____ VHF-FM: _____
5. Other Aircraft In Area (Call Signs): _____
Radio Frequencies Primary: VHF-AM: _____ VHF-FM: _____
Of Other Aircraft
(Air-To-Air Contact): Secondary: VHF-AM: _____ VHF-FM: _____
6. Jet A Fuel Available From What Location Nearest Injury Site: _____

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N. **Helicopter Demobilization Information Sheet (HBM-13)**. (See Exhibit B-18.)

1. **Purpose.** The purpose is to enable the Helibase Manager to provide demobilization information on air and associated ground resources to the Planning Section so it may be relayed timely and accurately.
2. **Applicability.** The form is optional. It may be required by the Helibase Manager or air operations staff to facilitate timely transmittal of helicopter demobilization information.
3. **Responsibility and Instructions For Completion.** Refer to Exhibit B-18. The Helibase Manager and Helicopter Manager, along with the Pilot, are mutually responsible for completing the form when a decision to demobilize the resource has been made.

Completion is self-explanatory. Update if travel routes and times change, or decision to hold the resource is made.

4. **Posting.** None.
5. **Routing and Filing.** Route the form to the Air Support Group Supervisor or Air Operations Branch Director, who is responsible for ensuring the information is relayed to the Planning Section.
6. **Related Forms.** None.

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**Exhibit B-18: Example of Form HBM-13
Helicopter Demobilization Information Sheet**

HELICOPTER DEMOBILIZATION INFORMATION SHEET

HELIBASE: _____ **DATE:** _____ **TIME:** _____

I. AIRCRAFT INFORMATION.

Aircraft FAA N#: _____ Incident/Proj Order #: _____ - _____ - _____

Make/Model: _____ Color: _____

Contractor: _____ Home Base/Agency: _____

Flight Manifest: Pilot 1: _____ Pilot 2: _____

Other Company Representative(s) (eg, Mechanic): _____

Aircraft Manager: _____

Passengers: _____

Release Date: _____ Time: _____ From: _____

Flight Route (Indicate enroute stops and RONS): _____

ETA Home Base (or Other Location): _____ Date: _____ Time: _____

II. CHASE TRUCK INFORMATION. Chase Truck ID/Designator: _____

License #: _____ Make/Model: _____

Chief-of-Party: _____ Passengers: _____

Release Date: _____ Time: _____ From: _____

Travel Route (Indicate enroute stops and RONS): _____

ETA Home Base (or Other Location): _____ Date: _____ Time: _____

III. SERVICE TRUCK INFORMATION. License #: _____

Make/Model: _____ Driver: _____

Travel Route (If same as Chase Truck, enter "SAME"): _____

ETA Home Base (or Other Location): _____ Date: _____ Time: _____

APPROVED BY: _____	POSITION: _____
--------------------	-----------------

HBM-13 (Test)
(May, 1994)

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V. Helibase Management Checklists, Reminders Lists, and Evaluations.

A. **Daily Helicopter Operations Briefing/Debriefing Checklist.** (See Appendix F.)

1. **Purpose.** The purpose is to provide the Helibase Manager with the means to brief all helibase personnel, including Pilots. The form also provides for feedback from all helibase operational areas and Pilots at the nightly debriefing.
2. **Applicability.** The form is required and must be implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.
3. **Responsibility and Instructions For Completion.** Refer to Appendix F. The Helibase Manager is responsible for ensuring the form is initially completed and for completing the checklist on a daily basis thereafter. All personnel assigned to the helibase (including Pilots) must review the checklist. The Checklist must also be utilized for post-operational debriefings.

Appendix G provides a reduced summary of the checklist for use as a reference by helibase personnel and Pilots attending the briefing and debriefing. This summary is not to be used by the Helibase Manager to conduct the briefing.

The Briefing Section should be covered with all helibase personnel and Pilots present (late-arriving Pilots must be briefed individually). All Pilots must initial the checklist, indicating that they have been briefed.

The Debriefing Section should be covered with all helibase personnel and Pilots present (early-departing Pilots must be debriefed individually).

The Checklist may be used for a seven-day period, after which a new checklist must be initiated. When the Checklist is initiated, enter the appropriate date(s) below each day (eg, enter 6/30 below Day 1, 7/1 below Day 2, etc.).

The blank blocks below each day are for the Helibase Manager to initial, indicating the item has been completed and/or discussed.

The checklist items themselves are self-explanatory. Further guidance on each item is found in the appropriate chapter of the Interagency Helicopter Operations Guide.

Refer to Appendix H, Helibase Manager's Reminders List, which addresses one-time "start-up" items (for example, helibase location considerations).

Any deviation from established procedures must be approved by the appropriate

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higher level of authority.

4. **Posting.** The current form shall be posted on the helibase display board.
5. **Routing and Filing.** After a Checklist has been completely used (that is, after seven days), it should be placed in the helibase file for later inclusion in the incident or project file.
6. **Related Forms.** Helibase Management (HBM) forms and Helicopter Management (HCM) forms are not specifically discussed within the Checklist. However, many items may be initialed as complete through completion of these forms.

Appendix H, Helibase Manager's Reminders List, may be utilized by the Helibase Manager as a job aid to ensure that Daily Checklist items have been addressed. The Helibase Manager may incorporate parts of the Reminders List in the briefing or debriefing as appropriate.

The Interagency Aerial Ignition Guide contains Helitorch and Plastic Sphere Dispenser Operations Checklists. They should be used as a supplement, not in lieu of, the Daily Helicopter Operations Briefing/Debriefing Checklist.

- B. **Helibase Crew Member Reference - Daily Helicopter Operations Briefing/Debriefing Checklist.** (See Appendix G.) The purpose is to provide a short reference for helibase management personnel and Pilots to follow the Daily Helicopter Operations Briefing/Debriefing Checklist conducted by the Helibase Manager. The Checklist has been reduced in size to allow it to be copied, cut out, hole-punched, and inserted into the individual's Fireline Handbook.
- C. **Helitorch and Plastic Sphere Dispenser Operations Checklists.** See the Interagency Aerial Ignition Guide.
- D. **Helibase Manager's Reminders List.** (See Appendix H.)
 1. **Purpose.** The purpose is to provide the Helibase Manager with a comprehensive list of items, procedures and systems pertaining to helibase operations. If items on the Reminders List are adequately covered, then the Daily Helicopter Operations Briefing/Debriefing Checklist should show few, if any discrepancies.
 2. **Applicability.** Use of the Helibase Manager's Reminders List is optional, but its use is highly recommended on all multiple aircraft helibases prior to or immediately after the commencement of air operations. Review of the list at appropriate times during the course of an incident or project is also recommended.
 3. **Responsibility and Instructions For Completion.** Refer to Appendix H. The Helibase Manager should review the list upon arrival at multiple-aircraft operations and should review all or parts of the list on a daily basis thereafter.

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- # The list has been reduced in size to allow it to be copied, cut out, hole-punched, and inserted into the Fireline Handbook.
 - # One-time "start-up" items such as helibase location considerations should be re-evaluated at appropriate times.
 - # The items on the list themselves are self-explanatory. If uncertain, further guidance can be found in the appropriate chapter of this guide.
4. **Posting.** None. However, the Helibase Manager may post a copy on the helibase display board.
 5. **Routing and Filing.** None.
 6. **Related Forms.** All of the Helibase Management (HBM) forms and several of the Helicopter Management (HCM) forms are discussed. Appendix F, Daily Helicopter Operations Briefing/Debriefing Checklist, covers some but not all of the items contained in the Reminders List.
- E. **Remote Fuel Site Reminders List.** (See Appendix I.)
1. **Purpose.** The purpose is to provide the Helibase Manager and/or Fueling Specialist with a comprehensive list of items, procedures and systems pertaining to remote site fueling operations.
 2. **Applicability.** Use of the Helibase Manager's Reminders List is optional, but its use is highly recommended for Government-operated fueling operations. Review of the list at appropriate times during the course of an incident or project is also recommended.
 3. **Responsibility and Instructions For Completion.** Refer to Appendix I. The Helibase Manager should review the list upon arrival at Government-operated remote site fueling operations and should review all or parts of the list on a daily basis thereafter.
- # The list has been reduced in size to allow it to be copied, cut out, hole-punched, and inserted into the Fireline Handbook.
 - # One-time "start-up" items (eg, fueling location considerations) should be reevaluated at appropriate times.
 - # The items on the list are self-explanatory. If uncertain, further guidance can be found in Chapter 13, Fueling Operations.

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4. **Posting.** None. However, the Helibase Manager may post a copy on the helibase display board.
 5. **Routing and Filing.** None.
 6. **Related Forms.** Appendix F, Daily Helicopter Operations Briefing/Debriefing Checklist, requires that fueling operations be conducted safely. Use of Appendix I, Remote Fuel Site Reminders List, will help meet this objective.
- F. **Incident/Project Helicopter Operations and Safety Evaluation.** (See Appendix J.)
1. **Purpose.** The purpose is to identify and correct any safety or efficiency deficiencies.
 2. **Applicability.** Helicopter Operations Specialists and/or Aviation Safety Assistance Teams (ASAT) should use this format as a means of evaluating incident or project air operations.
 3. **Responsibility and Instructions For Completion.** Refer to Appendix J. The agency with responsibility for the incident or project is responsible for conducting the evaluation. Incident Management Teams or Project Aviation Managers may also request an ASAT evaluation.
- Completion is self-explanatory.
- If the Team observes unsafe or inefficient operations of a serious nature (that is, not immediately able to be corrected), a followup evaluation should be conducted to ensure corrective action has been taken to rectify deficiencies.
- After completion, the evaluator(s) should meet with the air operations staff, the Operations Section Chief or Project Aviation Manager, and, if appropriate, the Incident Commander. The evaluation should be reviewed in its entirety, covering both positive and negative aspects observed. Recommendations for corrective action should be given.
4. **Routing and Filing.** A copy of the evaluation may be routed to the unit line manager and to the State, Area or Regional Office.
 5. **Posting.** None.
 6. **Related Forms.** The evaluation team should review the Daily Helicopter Operations Briefing/Debriefing Checklist (see Appendix F) and the Helibase Manager's

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Reminders List (see Appendix H) to ensure that all items have been adequately addressed or covered. Other Checklists may be reviewed as appropriate (for example, Helitorch or Plastic Sphere Dispenser Operations Checklists, Remote Fuel Site Reminders List, etc.).

The evaluation team should also review the required HBM-series forms to ensure that processes and procedures are being correctly performed.